LARAMIE COUNTY COMMUNITY COLLEGE

MANDATORY PRE-PROPOSAL MEETING / RFP-16071 EXTERIOR WAYFINDING SIGNAGE FABRICATION & INSTALLATION

January 7, 2016 CCC – 178

Present: Doug Brown, Alison Dickson, Enoch Hart, Gary Hognig, Neil Hughes, Amanda Hurley, Rick Johnson, Jess Lansberry, Jon Larson, George Lim, Greg Malatesta, Sheldon Marshall, Tim Macnamara, Zach Nelson, Brian Oliver, Angela Serravo, Christopher Smith, Jamie Spezzano, Charles Swainson, Mark Thacker, Suresh Yerramotho,

1. **Welcome and Introductions**
   Jamie Spezzano and George Lim thanked everyone for their interest in LCCC and this project.

   Those present were asked to complete their information on the Mandatory Attendance Sign-in Sheet. General/Prime Contractors are required to sign-in in order to submit a proposal. Sign-in for subcontractors, suppliers, and other participants is optional.

   Mr. Lim explained Tangram Design encourages questions during this meeting. It is important that each company that plans to bid have the same and accurate information. After today's meeting, all questions must be submitted to jspezzano@lccc.wy.edu. Questions will be accepted up through 5 p.m. on January 15.

   Mr. Lim and Ms. Serravo presented PowerPoint slides on the concepts of the project and how the designs were developed to complement the College and the community. LCCC's brand was an important factor in design and companies should pay close attention to color matching. The railroad is a huge entity in Cheyenne and has played an important role in its history. Designs were developed to reflect Cheyenne's history and reinforce LCCC's association with the community. Signage was designed as modular units that could easily be changed to accommodate the ever changing growth of the campus.

2. **RFP Document – Points of Emphasis**
   Ms. Spezzano reviewed points of emphasis from the RFP document, which were listed on the distributed agenda.
   a. Proposals are due on January 27, 2016, at 4 p.m.
   b. All questions shall go through LCCC's Purchasing Office to ensure fairness and consistency for participants.

c. The last day to submit questions is January 15, 2016, at 5 p.m.
d. Specific State of Wyoming Statutes will apply to this Bid. The successful contractor is expected to comply with these Statutes
e. Bid bond is NOT required and P & P bond is required
f. Addendum will be issued on January 21, 2016
g. Notice of Award will be issued on February 10, 2016
h. Notice to Proceed will be issued by February 22, 2016
i. Work can begin on February 22, 2016
j. Work should be completed by July 15, 2016
k. Section 3 of the RFP Submittal and Pricing Document must be signed in ink and submitted in its entirety with the proposal package
l. The required proposal attachments must be included in the bid submittal
m. Post – proposal documents will be requested of the successful contractor prior to actual initiation of work

3. Addenda:

All addendums will be issued electronically via e-mail or fax and must be acknowledged by signing the Addenda Acknowledgement form in section 3.

4. **Review of Scope of Work, Specifications and Design intent**.

The work includes and consists of furnishing all labor, operations, materials, accessories, incidentals, services and equipment indicated, specified, mentioned, scheduled or implied per the RFP documents for work on the project. The specific work includes fabricate full-scale signs, as defined in the RFP documents. Prototypes are to be reviewed and approved by LCCC and Tangram before full fabrication of the signage shall commence. After approval of prototypes, the vendor shall fabricate and install all signage components or other related items of work as shown on the RFP documents. Work includes the removal and disposal of existing signage.

Ms. Serravo reviewed the Exterior Wayfinding Signage Design Intent document dated December 14, 2015, which explains the expectation that the fabricator would meet the performance requirements listed in the document.

Mr. Lim explained the “design intent” drawings are for the sole purpose of expressing visual design intent and are not intended for construction purposes. All aspects of fabrication, installation, and any resulting working drawings, shop drawings, submittals and contract documents are the responsibility of the fabricator. The fabricator is encouraged to make recommendations for specific changes, if they will improve the quality or cost-effectiveness of the fabrication while preserving Tangram’s visual design. Any recommendations must be approved in writing by LCCC and Tangram at the time of bid.

The **Design Intent Package was reviewed** my Ms. Serravo, touching on the following points of interest in her presentation.

Proposals: Pricing should include all labor, materials, equipment, and resources required to deliver and complete the work, as well as any further examinations, investigations, explorations, tests, studies, and/or specifications necessary. The fabricator is encouraged to make recommendations for specific changes, if they will improve the quality or cost-effectiveness of the fabrication while still preserving Tangram's visual design intent. All recommendations must be approved in writing by LCCC and Tangram at the time of the bid. If the proposal assumes substitutions that have not been approved, the fabricator is responsible for providing all elements as originally specified at their own expense.

Project Management. An accurate project schedule with tasks and any dependencies should be developed and submitted with the proposal. Ms. Serravo listed the following:

- Develop formal communication channels for coordination with LCCC and Tangram
- Provide meeting minutes for review and approval for all meetings
- Communicate and coordinate project activities
- Develop detailed project plans or schedules that are continually updated and used to manage/guide project activities
- Identify and define detailed project tasks, their duration, and dependencies
- Provide period status reporting
- Establish checkpoints to assess the project is staying on schedule
- Exercise quality assurance checkpoints throughout the life of the project
- Schedule regular meetings with LCCC and Tangram for reviews, discussions, and final approvals.

The fabricator shall submit for review and approval shop drawings of all fabricated items, product data and samples to LCCC and Tangram. This submission shall consist of detailed drawings that indicate all materials, finishes, construction details, lighting requirements, installation details, and artwork, including locations of all material seams. Drawings shall include elevations, plans, sections, and notes as required to clearly convey fabrication intent. Tangram shall advise and review all shop drawing submittals for fidelity and conformance with the design intent drawings. Upon review, the fabricator shall make all requested revisions and resubmit as required. A complete set of approved shop drawings must be received by both LCCC and Tangram before production may begin. Required submittals must be issued in adequate time to coordinate a two week review and approval process without delaying the project schedule

Key Performance Requirements. Fabricator must provide samples of all paint used in signage program to Tangram for review and approval. Prototypes are listed in packet.

The drawings provided are comprehensive, but should be used only as guidelines. It is the fabricator/contractor's responsibility to obtain a professional engineer's approval of

the shop drawings to verify the structural components will function properly and hold up well.

Permitting Regulation Compliance. The fabricator is responsible for securing and paying for all permits, insurances, inspections, and tests required by governmental agencies. The fabricator is also responsible for verifying and ensuring compliance with all ADA, OSHA, environmental regulations, and all other applicable governing code requirements. Fabrication of signage shall be designed to meet local building codes including ASCE 7, basic wind speeds of 130 mph. All required resolutions or revisions to construction details must be approved by LCCC and Tangram prior to production.

Material Requirements: All materials, hardware, and finishes used to fabricate any and all components shall be new and free from any defects impairing strength, durability or appearance. All materials needs to be cleaned, primed, and/or finished to prevent oxidation. The steel I-beams must be treated with rust inhibited primer. Fasteners must be tamper proof.

Paints and Finishes: All paints and finishes shall match exactly the color, finish, and texture noted. All pretreats, primers, coatings, and finishes shall be applied in strict accordance with the paint manufacturer's specifications. A polyurethane clear coating shall be applied to seal the paint and preserve the surface from wear and oxidation. All painted surfaces shall be applied with Matthews Paint 42 228SP clear coat, satin finish. Paints & finishes shall be warranted against color fading, UV damage, cracking, peeling, blistering, and other defects in materials or workmanship for a minimum of five years from date of LCCC's acceptance. All paints shall be evenly applied without pinholes, scratches, orange peeling, application marks, and other imperfections. The fabricator shall be responsible for providing samples of all paints used in the project for review and approval by LCCC and Tangram. The fabricator shall also supply a statement identifying their painting process and inform them that this process is to be proven either through photographs or through on-site visits per stage.

Samples and Prototypes: The fabricator will provide samples of all paints used in the project for review and approval by LCCC and Tangram. The fabricator will also supply to the LCCC and Tangram agreed upon prototypes for review of fabrication methods, finishes and materials. Prototypes must be reviewed and approved prior to production. If approved, the prototype will be considered as part of the total sign count. If the prototype requires modifications, those changes must be made before it will be accepted. If the prototype is deemed to be defective and/or unfixable, based on the necessary modifications, the prototype will not be accepted as part of the final sign count. Fabricator will be responsible for any costs needed to repair or replace defective prototypes.

Artwork for all prototypes and final sign layouts will be supplied by Tangram Design.

Engineering: Shop drawings must include all final engineering calculations before final approval is granted. Designs of internal structure, engineered connections, mounting assemblies, footings, fastenings, foundations, etc. are the fabricator's responsibility. Calculations for all structural members and foundations must be sealed by certified engineers, prior to fabrication.

Letter Forms and Arrows: All letter forms and arrows shall be executed in a manner that all edges and corners of the finished letter forms or arrows are true and clean. Formation of letters and arrows shall conform to the highest standards of the trade. All acrylic letter forms are to be water-jet cut. Upon application, all letter forms shall be aligned to maintain a base line parallel to the sign format. Margins must be maintained as specified by sign panel layouts in the drawings or supplied final art.

No questions were asked or addressed at this point in the presentation. Questions that arise at a later date may be submitted to Jamie Spezzano at jspezzano@lccc.wy.edu by 5 p.m. on January 15.

Ms. Serravo displayed particular pages from the Design Intent packet and discussed particular areas of interest.

- Page 12 illustrates the I-Beam construction of the signs.
- Page 14 illustrates the use of the polycarbonate wedged between the sign panels and the I-beam to prevent rattling. Fabricators can propose another solution as long as the insert can still be removed and the sign panels do not rattle in the winds.
  Question: Was this a change from the original request?
  Answer: It had been requested before, but further clarification has been made. The importance of the wedge is to prevent the sign panels from flapping and rattling in the wind. The carbonate will also help prevent scraping. It is also important to make sure that the securing and locking devises are well engineered.
- Page 15 shows an example of the sheet of steel that gets clamped onto the side of the sign to hold it in place.
  Question: Are we to presume you prefer a continuous weld versus a stitch weld?
  Answer: Tangram is not opposed to a stitch weld, but it should be evenly spaced and look good while maintaining the intent. A stitch weld would be easier and time efficient.
- With the parking lot identification signs, the holes in the perforated panels are water jet cut. This was designed to allow more space to adhere the letters to the panels and becomes part of the art.
- Pedestrian signs include an angle bracket behind each panel to secure the panels from the wind. Other suggestions will be considered.

- The Residence Hall and Student Services Center are two signs that are double sided. This may require additional cuts in the I-Beams to accept another panel.
- Page 31. This Building ID sign connects with the soffit. It is important for the aluminum wall to have a breakaway connection so that if the wall is hit the building soffit will not be damaged.
- Page 32. This example suggests as a break away idea, but other suggestions will be considered.
  Question: Regarding the custom aluminum wall structure on the top left, is it to be designed by the sign fabricator?
  Answer: Yes. Keep in mind the breakaway design included in the drawings are a suggestion, and should be checked by your engineer and stamped with his approval to ensure proper function.
- Page 34. Please note the size of the Andrikopoulos Business and Technology sign. This sign is larger due to the length of the name. It is suggested the seam is welded on the final product. This is one of only two signs that have unique lengths.
- Pages 45 and 46. These pages have included suggestions for breakaway post mountings for the loop road and building identification signs. Please note that these signs have concrete at the base. LCCC wished to have the signs raised with the base to prevent machines from hitting them as well as having the base slightly sloped to accommodate run off. This part of the design shouldn't change much.
- Page 47. The demolition of sign plans begins here. The performance specs at the beginning of the document explains the demo in more detail. During the walk through this will be pointed out and discussed.
- Page 50. This drawing indicates the location of all signs.
- With construction of two new buildings on campus, it will be important to coordinate removal and replacing signs with Mr. Macnamara.
- In the pedestrian corridor the mounting of signs has been based on where the sign will be least obstructed by the light poles. However, there may be some issues with utility lines that may require a different placement of the signs.
- In the message schedule you will note that there are signs yet to be determined. This includes the new and current Student Services Center. There is no need to produce temporary signage for these buildings at this time.
- On the mounting of the vehicular sign, the arrows are meant to go closest to the road.
- The Building Identification Plan is on pages 75 through 83.

There were no further voiced questions regarding the Design Intent package.

5. **Review of the RFP and Questions.**

   Question: Is there a specific ranking criteria that is used for evaluation?
   Answer: No. Each criteria is weighed carefully based on the information. In evaluating the proposals, LCCC personnel will consider whether or not the proposal complies with

the prescribed RFP requirements and specifications. Cost will not be the sole basis for the selection. The ability, capacity, and skill of the respondent to perform the service and provide the materials; the qualifications, character, integrity, reputation, judgement, and experience; and the quality and quantity of performance of previous works will all be considered.

Section 3 1.1 Make sure to submit one original and five bound copies of the RFP submittal.

1.1.1 **Cover Letter** - Briefly state the firm's interest in the project and reasons for consideration. Provide all necessary contact information for questions and additional information that may arise during the Bid review process. The cover letter must include the name, signature, title and address of the firm's representative who is authorized to bind the vendor.

1.1.2 Qualification: Provide a brief profile of firm to include: firm history, years in business, square footage of manufacturing space, a list of on-site equipment or capabilities and any other qualifications that allow for the services requested per this IFB.

Relevant experience: Provide a description of the firm's experience with the fabrication and installation of wayfinding signage. Provide three to five examples of relevant projects of a similar size, scope, and complexity. Include a description of the project and photographs. Referenced projects shall have been performed within the past seven years.

Project Team: Supply an organizational chart of the project manager and team including resumes for all key personnel. List any sub-contractors that will be used to complete the services required. Describe what services each would provide. Identify sub-contractors business information which includes company name, address, phone number, website or email. The selection committee would like to see who the engineer is and, if they are on staff or contracted out. You will be allowed time to negotiate a team.

Work Samples: Two samples of engineering construction drawings used on other exterior wayfinding signage projects should be provided.

1.1.3 References: The contractor quoting on this project will be required to submit three letters of reference from persons they have done this type of work within the last three years. In the event that such letters are not available, provide the names and contact information (contact name, company or institution name, phone, address, and email) for three individuals who can speak to the firm's past performance on similar projects

1.1.4 Base RFP Price: Itemized Quote and Unit Pricing shall be filled out in its entirety. Include any clarifications, qualifications, assumptions, or exceptions on a separate page (*if applicable).*

1.1.5 Technical Approach and Project Schedule. Describe how your team will approach the manufacturing and installation of this project. Include a project schedule that identifies critical milestones. Identify processes for handling field problems and assuring that quality control is maintained. Explain how you plan to stay on track and on budget.

1.1.6 Required Forms: Make sure to include in your proposal all required forms listed in the document including: Addenda Acknowledgement Form, Signature Page, State Statutes and Regulations, Residency and Apprenticeship Program Certification, OSHA Construction Training Certification.

Question: Will you be visiting shops after bids are submitted, before a firm has been selected?
Answer: No. However, once a firm has been selected site visits will be conducted.

Question: Does every person need a current 10 to 30 OSHA card.
Answer: No. Just the superintendent.

Question: Will we be allowed to work on weekends.
Answer: Yes. If you plan to work on weekends, let the College know, so security will be alerted.

Question: Have existing lit signs been disconnected?
Answer: Yes

Question: Will there be any wall repair from the old signs?
Answer: The contractor is to patch the holes in the concrete when they remove the lettering from the buildings. LCCC will provide recommendations of what material to use and will inspect and approve.

Question: Will a staging area be provided?
Answer: The College will work with you, if this is needed.

There were no further questions.

6. Closing Comments:
    - Don't bid blindly. Review the RFP, design intent drawings, addendum, and all supplied materials carefully.
    - Successful bidder will be given a utility map
    - The College will be occupied when the work will be done. Pay attention to safety of your workers, staff, students and others.

- When current building identification signs are demolished and the new sign is not immediately installed, the fabricator is responsible for supplying temporary signage at their own expense. Once the new signage is installed, the temporary signs must be removed by the fabricator immediately.
- All questions shall go through LCCC's Purchasing Office to ensure fairness and consistency for participants.
- The last day to submit questions is January 15, 2016, at 5 p.m.

7. **Walk-Through**
   All were encouraged to take part in the walk-through following the meeting. Key signs that will be demolished, the pedestrian corridor, and building surfaces will be viewed and discussed. Anyone wishing to remain on campus following the walk-through is encouraged to do so.

Respectfully submitted,

Sheri Johnson

Sheri Johnson
Recorder